

## MEMORANDUM

TO: Michael H. Scheible  
Deputy Executive Officer

FROM: Joe Guerrero, Chairman  
Equal Employment Opportunity Advisory Committee (EEOAC)

DATE: February 17, 2000

SUBJECT: ANNUAL (1999) EEOAC ACCOMPLISHMENTS REPORT

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I am pleased to report that 1999 was a productive year for the EEOAC. This year we conducted seven meetings, of which two were face-to-face, one in Sacramento and the other in El Monte.

The following is a list of our accomplishments in 1999.

### Disability Awareness Month

The Disability Advisory Committee and the Equal Employment Opportunity Advisory Committee presented a disability awareness seminar in both El Monte and Sacramento to recognize National Disability Awareness Month (October). Both locations displayed posterboards with photos of past Disability Awareness events and a calendar of events statewide for the month of October.

In Sacramento, a presentation was given by Debbie Jaramillo, a former ARB/SSD employee and a video was shown regarding Multiple Sclerosis (MS). Debbie discussed MS and coping with day-to-day issues. In addition, Debbie offered insight and tips for the audience about dealing with people having such a disability, especially in the workplace. David Collins, the manager of the Ozone Cafeteria, spoke about his personal experiences adapting to the challenges of blindness and his many adventurous activities.

In El Monte, there were three speakers at the seminar. Randy Brooks, a volunteer from the Braille Institute spoke about starting a business after losing most of his sight. Kathy Rock Veylit and Piero Berlongi spoke about sign language interpretation and other services offered to the El Monte office through a service contract with their company.

### Career Decision Making

A seminar was held in El Monte and Sacramento to give information about the examination process and interview preparation. The first session explained how to prepare for a promotional exam and the panel members' viewpoint. Session II covered the hiring interviews and training and development assignments (T&D's). Managers gave some insight about the hiring interview and what a manager and employee consider when agreeing to a T&D assignment. Selected staff gave 5-10 minute presentations about their experiences. This was followed by a question and answer period. Over 100 employees attended the seminar.

### EEOAC on the Intranet

This year the EEOAC has worked on developing a better means for making information available to committee members and interested ARB employees. As part of our efforts, the web sites of several other agencies and companies were reviewed for general ideas related to the Equal Employment Opportunity Program. After review of those web sites, many features were incorporated into our web pages.

### Take Our Children to Work Day

Sixty children participated in this national event in El Monte and Sacramento combined. The day began with a video-conferencing orientation by Mike Kenny between Sacramento and El Monte. The group in Sacramento attended the Board meeting while El Monte participated via telephone. Other activities for the day included: a chemistry experiment, electric vehicle demonstrations and rides, lab tours, presentations by staff and a pizza lunch.